United States Army Student Detachment

Student Out-Processing (CONUS) FY15 Version 01

SERVICE MEMBER INFORMATION	
Name: Last, First MI Rank	Gaining Station: Report Date: PCS Leave Start Date:
TDY Enroute Location: Start Date:	Do you have a Government Travel Charge Card (GTCC): Yes or No (circle one) Active: Yes or No (circle one)
Additional TDY Location: Start Date:	EFMP Warranted: Yes or No (circle one)
REQUIRED DOCUMENTS:	
DA Form 31 (Request and Authority for	or Leave)
Current Leave and Earnings Stateme	ent (LES)
Current Officer Records Brief (ORB))
DA Form 7415 (Exceptional Family M	ember Program (EFMP) Ouery Sheet)
(For Service Members who are authorize expense) If applicable	TDY enroute (ATRRS Reserved) to gaining command. ed movement of Family members at Government C Card Reader please return prior to out-processing our course of study/training.)
FOR USE BY U	JSASD PERSONNEL ONLY
DATE SENT SM NOTIFICATION:	
GRAD DATE:	
REMARKS:	

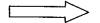
INSTRUCTIONS FOR COMPLETING

Permanent Change of Station (PCS) Leave

Review USASD Policy Memorandums 10 and 16 prior to completing Request and Authority for Leave (DA Form 31). DA Form 31 not in compliance with below instructions and USASD Policy Memorandums will be returned without action.

Included in this packet are two (2) copies of DA Form 31. One for Permanent Change of Station (PCS) Leave with Permissive Temporary Duty (PTDY) and the other without PTDY.

 Select appropriate DA Form 31 and annotate Program Graduation/Completion date (day/month/year) above Block 1. (SEE EXAMPLE BELOW)



Program Graduation/Completion Date: 12 SEP

1. CONTROL NUMBER

REQUEST AND AUTHORITY FOR LEAVE

This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10. The proponent agency is DCS, G-1. (See instructions on reverse.)

2. Complete Blocks 2, 3, 4, 5, and 6 (Self explanatory).

- 3. Block 9:
 - a. Use current LES to complete sub-block a.
 - b. Calculate total days from departure (current station) to report date (gaining station) and annotate in sub-block b.
 - c. Sub-block c. and d. leave blank.
- 4. Block 10:
 - a. Sub-block a. departure/sign-out date.
 - b. Sub-block b. report date to gaining command. Use current RFO.
- 5. Block 11 Signature of Requester.
- 6. Block 12 and 13 will be signed by USASD personnel.
- 7. Block 17:
 - a. Add dates for Temporary Duty (TDY) or PTDY (if applicable).
 - b. Do not fill chargeable leave time. This is done by gaining Command (Finance).
- 8. Please review DA Form 31 for accuracy before submitting for approval.



DEPARTMENT OF THE ARMY UNITED STATES ARMY STUDENT DETACHMENT 5450 STROM THURMOND BOULEVARD ROOM 244 FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

12 September 2014

MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #10 - Permanent Change of Station (PCS) Leave

1. References:

- a. AR 600-8-10, Leaves and Passes, dated 15 February 2006, RAR 001 dated 4 August 2011.
 - b. This memorandum supersedes all previous versions of Policy Memorandum #10.
- 2. Soldiers assigned to USASD are on an honor system for leave and are expected to submit a Request and Authority for Leave (DA Form 31) for leave after graduation or training has ended.
- 3. PCS leave request: A completed DA Form 31 and most recent Leave and Earnings Statement (LES) is required for all PCS moves to include "No-Cost Moves". You are authorized five (5) business days to reconcile personal issues at physical duty location after classes, graduation, or training has ended. PCS leave will start on the day after the last business day; however, if you begin travel within the five (5) business days your leave must start on the day you physically depart losing duty station. In accordance with (IAW) AR 600-8-10, Chapter 7, report date to gaining station must be annotated in Block 10b of DA Form 31.
- 4. PCS leave request outside of the continental United States (OCONUS): IAW AR 600-8-10, Chapter 8;
- a. Soldiers desiring to take leave or travel outside the United States or outside the territory or foreign country of current assignment must obtain travel clearance approval.
- b. Soldiers desiring to take leave or travel to or within U.S. possessions of Puerto Rico, Virgin Islands, Guam, America Samoa, and Northern Mariana Islands do not require travel clearance.
 - c. Refer to USASD Policy Memorandum #9, paragraph 7 for required documents.
- PCS leave request with Permissive Temporary Duty (PTDY): PTDY must be annotated in Block 17 (REMARKS) of DA Form 31 with specific dates. A maximum of

ten (10) days PTDY for house hunting is authorized. Please visit gaining station housing representative to authenticate PTDY for house hunting upon arrival.

- 6. PCS leave request with TDY en route: Dates will be annotated in Block 17 (REMARKS) of DA Form 31 and must be during your requested PCS leave dates.
- 7. Submit PCS leave request to include requests for travel outside of the United States along with out-processing packet to your Out-processing POC. Visit the USASD website at http://usasd.armylive.dodlive.mil/out-processing/ for Out-processing procedures and contact information.
- 8. PCS leave request not in compliance with AR 600-8-10 and this policy will be returned without action.
- 9. Approved PCS DA Form 31 will be returned to you within NLT 7 days prior to your departure and NET 30 days prior to requested departure date.
- 10. The point of contact for this memorandum is the USASD Operations NCOIC at (803) 751-3795.

CHRISTOPHER K. GREEN

CPT, ÅG Commanding



DEPARTMENT OF THE ARMY UNITED STATES ARMY STUDENT DETACHMENT 5450 STROM THURMOND BOULEVARD ROOM 244 FORT JACKSON, SOUTH CAROLINA 29207

ATZJ-DBI-SD

12 September 2014

MEMORANDUM FOR All personnel permanently assigned to the United States Army Student Detachment (USASD)

SUBJECT: Policy Memorandum #16 - Out-processing Requirements

1. References:

- a. AR 600-8-101, Personnel Processing (In-, Out-, Soldier Readiness, Mobilization and Deployment Processing), dated 18 July 2003.
- b. AR 614-100, Officer Assignment Policies, Details, and Transfers, dated 1 October 2006.
- c. AR 614-200, Enlisted Assignments and Utilization Management, dated 26 February 2009, RAR 002 dated 11 October 2011.
- d. AR 608-75, Exceptional Family Member Program, dated 22 November 2006, RAR 001 dated 24 February 2011.
 - e. AR 55-46, Travel Overseas, dated 20 June 1994.
 - f. AR 37-104-4, Military Pay and Allowances Policy, dated 8 June 2005.
 - g. DoD Financial Management Regulation, Volume 7A, Chapter 32.
 - f. This memorandum supersedes all previous versions of Policy Memorandum #16.
- Personnel are authorized five working days to out-process prior to Permanent Change of Station (PCS) or Expiration of Service Agreement (ESA)/Expiration Term of Service (ETS).
- Supervisors will ensure that personnel are afforded this time to take care of personal business and complete the unit and installation out processing checklist.
- 4. A completed Out-processing packet to include Request and Authority for Leave (DA Form 31) for PCS and most recent Leave and Earnings Statement (LES) must be received in the USASD prior to publishing of PCS orders. PCS orders will be forwarded no earlier than 90 days prior to start date of approved PCS DA Form 31. Review Out-processing procedures at the USASD website at

http://usasd.armylive.dodlive.mil/out-processing/. Approved PCS DA Form 31 will be returned to you NLT 30 days prior to your departure.

- 5. Required forms for overseas PCS include:
- a. DA Form 4036 (Medical and Dental Preparation for Overseas Movement). A physician must complete 14 through 24, and verify the HIV test results on back bottom of this form. Disregard dental evaluation unless assigned to an isolated area. CONUS to OCONUS PCS HIV tests must be updated within six (6) months of report date. Forms requiring a physician may be completed by a civilian doctor if the nearest Army Military Treatment Facility is not within 60 miles or one hour drive.
- b. DA Form 5121 (Overseas Tour Election Statement). Read carefully and complete as appropriate. This form determines election for movement of family members to OCONUS tour.
- c. DA Form 4787 (Reassignment Processing). This is your request for pinpoint assignment.
- 6. In accordance with (IAW) AR 608-75 (Exceptional Family Member Program) if you are requesting family travel and NOT on assignment to a dependent restricted tour the following is required to include the above; even if your family members are not enrolled in the Exceptional Family Member Program (EFMP). The process for family travel request will not begin until all forms are completed.
- a. DA Form 5888 (Family Member Deployment Screening Sheet). This form must be completed by a physician for all family members.
- b. DA Form 7246 (EFMP Screening Questionnaire). This form must be completed by a physician for all family members.
- c. One of the following for each family member: Family Member Overseas Screening Physical Exam Letter or the SF 506 (Physical Examination) or DA Form 5888-1 (Screening of Family Members in Remote OCONUS Areas).
 - d. PDQ-AGES- New Born thru 6yrs old.
- 7. If one or more of your dependents are EFMP warranted a DA Form 2792 (Exceptional Family Member Medical Summary) or DA Form 2792-1 (EFMP Special Education/Early Intervention Summary) is required for each EFMP warranted dependent.

- 8. For additional questions/concerns, please contact the Out-Processing POC's. SM's with last name beginning with A-H (803) 751-0835, I-N (803) 751-5382 and O-Z (803) 751-5389. Out-Processing NCOIC can be reached at (803) 751-6467.
- 9. Use of DoD Government Travel Charge Card (GTCC) is mandatory for all personnel (military or civilian) to pay for ALL official travel costs for TDY/TAD and PCS. Request for PCS Travel Advance and Dislocation Allowance (DLA) is not authorized and will not be approved.
- 10. Requests for Advance Pay:
- a. SM's requesting an advance of basic pay for a PCS move must prepare DD Form 2560 (Advance Pay Certification/ Authorization). The completed DD Form 2560, with a copy of PCS orders attached, will be sent to the serving DMPO or unit commander, when required, for forwarding to the servicing DMPO. The unit commander will approve/disapprove all requests for advance of pay.
- b. Justification. Required when any SM requests (1) a second advance, (2) an advance of more than one month's basic pay less deductions, (3) more than a twelve month repayment schedule, (4) payment earlier than thirty days before departure, or (5) payment later than sixty days after arriving at the new duty station. The justification must be in writing and must itemize expenses incurred, extenuating circumstances, and/or severe hardships that would be considered exceptions to normal circumstances.
- c. An advance pay is NOT intended to provide funds for such items as investments, vacations, or the purchase of consumer goods that are not the result of direct expenses resulting from the SM's PCS orders.
- 11. For additional questions/concerns, please contact the Finance Section at (803) 751-5393/6542/5564/4340.
- 12. The point of contact for this memorandum is the USASD Operations NCOIC at (803) 751-3795.

CPT, AG

Commanding

REQUEST AND AUTHORITY FOR LEAVE This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10. The proponent agency is DCS, G-1. (See instructions on reverse.)							1. CONTROL NUMBER					
					PART	<u> </u>						
2. NAME (Last, First, Mi	ddle Initial)		3. SS	SN			4. RANK			5. DATE		
6. LEAVE ADDRESS (Street, City, State, ZIP Code and Phone No.) 7. TYPE OF LEAVE ORDINARY EMERGENCY DEFINITION OF LEAVE USASD 5450 Strom Thurmond BLVD Permanent Change of Station Leave FJSC 29207 (803) 751-3795/5321												
9. NUMBER DAYS LEAVE 10.								10.		DAT	ΓES	
a. ACCRUED	b. REQUESTE	D	c. ADVANCED d. EXCESS				a.	FROM		b. TO		
11. SIGNATURE OF REC	11. SIGNATURE OF REQUESTOR 12. SUP									3. SIGNATURE AND TITLE OF PPROVING AUTHORITY		
14.				D	EPARTU	JRE						
a. DATE	b. TIME		c. NAM	E/TITLE/S	SIGNATU	JRE OF DEF	PARTURE AU	JTHO	RITY			
15.		`		Ε	XTENSIC	אכ						
a. NUMBER DAYS	b. DATE APPR	OVED	c. NAN	E/TITLE/	SIGNATI	URE OF AP	PROVAL AU	THOI	RITY			
16.	<u> </u>		l		RETUR	N						
a. DATE	b. TIME		c. NAM	IE/TITLE/S	SIGNATU	JRE OF RET	FURN AUTHO	PRITY	<i>(</i>			
17. REMARKS	,						,		,			
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PART II - EMERGENCY LEAVE TRANSPORTATION AND TRAVEL 18. You are authorized to proceed on official travel in connection with emergency leave and upon completion of your leave and travel will return to home station (or location) designated by military orders. You are directed to report to the Aerial Port of Embarkation (APOE) for onward movement to the authorized international airport designated in your travel documents. All additional travel is chargeable to leave. Do not depart the installation without reservations or tickets for authorized space required transportation. File a no-pay travel voucher with a copy of your travel documents or boarding pass within 5 working days after your return. Submit request for leave extension to your commander. The American Red Cross can assist you in notifying your commander of your request for extension of leave.												
19. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION:												
For return military travel re Should you require other a			ie MAC _. F	assenger [°]	Reserva	ition Center	(PRC):					
20. DEPARTED UNIT	DEPARTED UNIT 21. ARRIVE)	22.	2. ARRIVED APOE (return			<i>ly)</i> 23.	ARRIVED	HOME UNIT	
24.		PA	RT III - D	EPENDE	NT TRA	VEL AUTHO	RIZATION					
25. (Space	available or reau						IE WAY			ROUND	TRIP	
25. [Space available or required cash reimbursable] ONE WAY ROUND TRIP [Space required] TRANSPORTATION AUTHORIZED FOR DEPENDENTS LISTED IN BLOCK NO. 25												
DEDELIDERA #	— • 3 · · ·					RMATION	0.05.0577	<i>(01.</i>	do. 0 1 :	DA0051	NOT NUMBER	
a. DEPENDENTS (Last)	name, First, MI)		b. RE	LATIONS	HIP .	c. DATE	S OF BIRTH	(Chil	dren) d	. PASSPO	ORT NUMBER	
											-	
PART IV - AUTHENTICATION FOR TRAVEL AUTHORIZATION												
26. DESIGNATION AND LOCATION OF HEADQUARTERS 27. ACCOUNTING CITATION												
28. DATE ISSUED	29. TRAVEL O	RDER NUI	MBER	30. OR	DER AU	THORIZING	OFFICIAL (Title	and signal	ture) OR A	UTHENTICATION	

				Prog	gram Graduati	on/Comple	tion Date:	·		
REQUEST AND AUTHORITY FOR LEAVE This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10. The proponent agency is DCS, G-1. (See instructions on reverse.)							1. CON	1. CONTROL NUMBER		
				PA	RT I		<u> </u>			
2. NAME (Last, First, Middle Initial)				SN		4. RANK		5. DATE		
6. LEAVE ADDRESS (Street, City, State, ZIP Code Phone No.)				7. TYPE OF LEAVE ORDINARY EMERGENCY PERMISSIVE TDY OTHER Permanent Change of Station Leave				8. ORGN, STATION, AND PHONE NO. USASD 5450 Strom Thurmond BLVD FJSC 29207 (803) 751-3795/5321		
9.	NUN	BER DA	YS LEAVE 1				10.	0. DATES		
a. ACCRUED	b. REQUESTED)	c. ADVANCED d. EXCESS a. FROM					b. TO		
11. SIGNATURE OF REC	QUESTOR	12. SU	12. SUPERVISOR RECOMMENDATION/SIGNATURE APPROVAL DISAPPROVAL APPROVING AUTHORITY							
14.				DEPA	RTURE	77.4.4		.		
a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTHORITY								
15.	1			EXTE	ISION					
a. NUMBER DAYS	<u> </u>									
16.	1	1		RET	URN					
a. DATE	b. TIME		c. NAN		ATURE OF RET	URN AUTHO	PRITY			
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19. INSTRUCTIONS FOR	SCHEDULING RE	TURN TR	ANSPO	RTATION:						
For return military travel re Should you require other a			e MAC I	Passenger Rese	ervation Center	(PRC) :				
20. DEPARTED UNIT	21	. ARRIVE	D APO)	22. ARRIVED	APOE (retui	rn only) 23	B. ARRIVED HOME UNIT		
24.	<u></u>	PAI	RT III - D	EPENDENT T	RAVEL AUTHO	RIZATION				
	available or requi					E WAY		ROUND TRIP		
(Space required) TRANSPORTATION AUTHORIZED FOR DEPENDENTS LISTED IN BLOCK NO. 25										
DEPENDENT INFORMATION										
a. DEPENDENTS (Last)	name, First, MI)		b. RE	LATIONSHIP	c. DATES	OF BIRTH	(Children)	d. PASSPORT NUMBER		

28. DATE ISSUED

26. DESIGNATION AND LOCATION OF HEADQUARTERS

29. TRAVEL ORDER NUMBER

PART IV - AUTHENTICATION FOR TRAVEL AUTHORIZATION

27. ACCOUNTING CITATION

30. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION

PRIVACY ACT STATEMENT

AUTHORITY:

Title 5, USC, Section 301,

PRINCIPAL PURPOSE(S):

To authorize military leave, document start and stop of such leave; record address and telephone number where a Soldier may be contacted in case of an emergency during leave; and certify leave days chargeable

to a Soldier's leave account.

ROUTINE USES:

To update a Soldier's military leave and pay records. Information furnished may be disclosed to DOD officials or employees who need this information to perform their duties; to federal, state, and local law enforcement authorities in appropriate cases; the American Red Cross; and relatives. The social security

number is used for positive identification.

DISCLOSURE:

Voluntary. Disclosure of SSN is voluntary. However, this form will not be processed without a Soldier's SSN, since the Army identifies members by SSN for pay or leave purposes.

INSTRUCTIONS TO INDIVIDUAL

- AUTHORITY FOR LEAVE. A Soldier on leave must carry this form while on leave.
- 2. CHANGES. A Soldier who desires changes in authorized leave or does not begin leave on schedule will notify commander.
- 3. REPORTING. A Soldier will report to duty station not later than 2400 on the last day of leave (block 10b) (even if PCS orders contain a later reporting date).
- DEPARTURE/RETURN. A Soldier will begin and end leave on post, at the duty location, or from the place he or she regularly commutes to work.
- 5. CHARGEABLE LEAVE. If a Soldier works over one-half of the normally scheduled working hours on the day of his or her departure or return, that day is not a chargeable leave day. *(Soldier's commander may* authorize early departure or late arrival.) If he or she returns on a normally scheduled nonduty day, that day is not chargeable to leave.
- 6. TRAVEL EXPENSES. A Soldier on leave pays for all his or her travel expenses, to include return to duty station. He or she must have sufficient funds to pay all expenses. A Soldier without sufficient funds to return to duty station reports to the nearest military installation.
- 7. LEAVE EXTENSIONS. A Soldier must request leave extension prior to end of leave.
 - a. If disapproved, 3 above applies.
 - b. If approved, complete block 15a 15c. Attach written notification of extension when received.
- 8. LOST OR DESTROYED LEAVE FORM EN ROUTE PCS. Request a reconstructed form from the losing station. Continue with required travel and reporting dates.
- 9. CASUAL PAY. A Soldier who needs a casual pay while on leave should contact the servicing FAO for information and assistance.
- 10. MEDICAL TREATMENT.
- a. A Soldier who requires medical treatment while on leave, report to the nearest military medical facility. In the absence of such a facility, report to a uniformed services treatment facility or Veteran's Administration facility, if possible.
- Medical treatment at Government expense at other than federal facilities is authorized only for emergencies when treatment cannot be obtained from Government facilities or when prior approval is obtained.
- c. If a Soldier becomes hospitalized by a civilian physician, the Soldier or someone acting for him or her contact the Patient Administration Office of the nearest military medical facility as soon as possible. A Soldier may seek assistance from the nearest U.S. Army recruiting station or local chapter of the American Red Cross. Information provided must include nature of illness or injury, date and place of hospitalization, and name and telephone number of attending physician.
 - d. If a Soldier is placed sick-in-quarters by a civilian physician he or she will --
 - Contact the Patient Administration Office of the nearest military medical facility.
- (2) Obtain written statement from attending physician (military or civilian) verifying condition and including dates of treatment. Provide statement to leave approving authority upon return to duty.

United States Army Student Detachment

TDY OPTION STATEMENT FY15

SERVICE MEMBER INFORMATION		
Name: Last, First MI Rank	TDY Enroute Location: Start Date: End Date:	
Family will reside or relocate (circle one City State Zip Code	, , , ,	tation
	thorized movement of Family members at Government exignment will have the following options for locating their	
quarters until completion of TDY period. Under TDY station and his or her commander may aut	g in Government quarters be permitted to remain in Government travel to an thorize up to 10 duty days to prepare to move dependent (sent CONUS station (applies CONUS to CONUS, and CO	nd from s) upon
prior to reporting to the TDY station. The gaining Soldier's dependent(s), in Government quarters new CONUS duty station then proceed TDY for	CONUS and/or overseas station to new CONUS duty stating commander may authorize up to 10 duty days to settle (if available) or on the local economy. Soldier will sign interest schooling. Soldier will be authorized Government transpectonus, and overseas to CONUS PCS movements).	to the
on the local economy (CONUS), to the new duty travel to and from TDY station, and his or her co	oon completion of TDY to move dependent(s), who curren station. Under this option Soldier is authorized Governm ommander may authorize up to 10 duty days upon return igning out of the present CONUS station (applies to CON	ent from
personal expense, accompany Soldier to TDY state certificate of non-availability of Government quantum available. Soldier's entitlement for dependent travold permanent station and the new permanent station.	prior to departure for TDY station; and have dependent(ation or travel to some other location. Soldier may not be arters at the TDY station if adequate Government housing ansportation will be based on the most direct routing between tation (applies CONUS to CONUS, CONUS to overseas any who are being reassigned overseas must be medically and	given a g is veen the id
I ELECT TDY OPTION (INITIAL ELEC	TED OPTION)	:
UNDERSTAND THAT IF I HAVE MULTIPLE	TAND THE TDY OPTIONS AVAILABLE TO ME. I TDY'S THAT I MAY USE ELECTED OPTION ONCE. NAL. AMENDMENTS WILL NOT BE MADE TO PCS SEYOND MY CONTROL.	I .
SERVICE ME	MBER (SM) CONFIRMATION	
SIGNATURE:	DATE:	······································
REMARKS: (Use this block for additional TDY	locations)	
TDY Enroute Location:	TDY Enroute Location:	
Start Date: End Date:	Start Date: End Date:	